Sandusky County An Equal Opportunity Employer Position Description

Name: Class Title:	Jerri Miller Real Estate Clerk	Position Title: Class Number:	Real Estate Clerk II 15212
Dept./Div.: Reports To: Pay:	Real Estate County Auditor Resolution	Civil Service Status: Employment Status: FLSA Status:	
QUALIFICATIONS : An example of acceptable qualifications:			
Two-year college degree or equivalent, one and one-half years' office experience or equivalent. Must possess a basic knowledge of Microsoft Windows programs (i.e. excel, word, explorer, and outlook).			
<u>LICENSURE OR CERTIFICATION REQUIREMENTS</u> :			
Valid Ohio Driver's License with an acceptable driving record.			
EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.			
Computer, calculator, office copier, telephone, typewriter, facsimile machine.			
INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: For purposes of ORC 4167.			
Occasional - Contact with potentially violent or emotionally distraught persons.			
This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.			
(Approval of App	pinting Authority)		(Date)
(Employee Signate	ure)		(Date)

(Employee Printed Name)

Sandusky County

CLASSIFICATION SPECIFICATION

An Equal Opportunity Employer

Agency:Auditor's OfficeUnit:Fiscal SupportName:Position Title:Real Estate Clerk

Class Title: Real Estate Clerk Class Number: 15212

Supervisor's Title: County Auditor **Number:**

Supervises: N/A

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

Prepares and enters real estate transfers on computer; checks property deeds, submits applications and conveyance forms; calculates taxes and prepares tax bills, CAUV forms, etc.; generates new appraisal cards, handles deed transfers, collects conveyance and transfer fees; handles tax complaints; retrieves and forwards tax appraisals for realtors, etc.

20% (2) Assist the Chief Deputy with reports and aides the Auditor with real estate duties.

45% (3) Performs clerical work (e.g., typing, filing, etc.); makes copies; issues dog tags and licenses, collects fees, and issues receipts; prepares pay-ins; balances receipt book and cash drawer daily.

(All duties) **Knowledge of:** (a)*; (b); (c); (d).

Skill in: (e); (f); (g).

Ability to: (h); (i); (j); (k); (l); (m); (n); (o); (p); (q).

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) agency policies and procedures*; (b) office practices and procedures; (c)

records management; (d) local geographical area.

Skill in: (e) data entry; (f) computer operation (g) typing.

Ability to: (h) carry out detailed but basic written or oral instructions; (i) calculate

fractions, decimals, and percentages; (j) complete routine forms; (k) prepare

accurate documentation; (l) communicate effectively with developed

leadership skills; (m) maintain records according to established procedures; (n) arrange items in numerical or alphabetical order; (o) resolve complaints; (p) develop and maintain effective working relationships; (q) regularly and

predictably work scheduled shift.